

Form 1

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-8

LI 45-8
LOGISTICS
Revised 30 June 1975

SUBJECT : Printing and Photographic Services

REFERENCES: [REDACTED] Printing and Reproduction
LI 70-2 Forms Management Program

1. PURPOSE

This instruction sets forth the procedures to be followed by Office of Logistics (OL) components for obtaining printing and photographic services, including graphics and visual aids support, and the printing of forms for stock replenishment.

2. POLICY

The Printing and Photography Division (P&PD), OL, has the responsibility to perform or to approve procurement of all printing and photographic requirements. OL/P&PD will route requirements to the most suitable in-house producing plant, to the Government Printing Office (GPO), to a commercial facility (certain photographic requirements) or to Procurement Division, (PD), OL, for commercial procurement, as each case may warrant.

3. SUBMISSION OF REQUESTS FOR PRINTING AND PHOTOGRAPHIC SERVICES

- a. All requests for printing or photographic services will be addressed to the central receiving point -- Production Manager, P&PD/OL, Room 154 P&PD Building. Exceptions to this may be authorized only by the Chief, P&PD/OL, or by the Production Manager.
- b. A Form 70, Printing Services Requisition, will be used for requesting any work that will be performed in-house by OL/P&PD (or for work that OL/P&PD may send to a commercial concern, such as certain color photographic requirements). Request for stock replenishment of forms that will be performed by GPO or that require commercial procurement by OL/PD will not require a Form 70. See paragraph 4 below. While requisitioning offices are encouraged to indicate the desired reproduction

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process on the requisition, OL/P&PD has the final responsibility for selection of process, format, and the facility where the work will be done. A change in format will be cleared with the requesting office, however.

- c. Queries regarding graphics or visual aids requirements may be directed to the Chief, Graphic and Visual Aids Staff, P&PD, OL, GD-79 Headquarters Building, extension 6063.
- d. The Executive Officer, OL, shall designate personnel to sign Form 70's and furnish the Chief, P&PD/OL, with any changes to the list. Code numbers are assigned to identify OL requisitioning offices. Chiefs of OL staffs and divisions shall assign one individual who will be responsible for maintaining centralized control of job numbers for each code number. These codes are as follows:
 - 820 Office of the Director (including Executive Office and Procurement Management Staff)
 - 821 Plans and Programs Staff
 - 822 Procurement Division
 - 823 Real Estate and Construction Division
 - 825 Supply Division
 - 826 Supply Division, Supply Management Branch (for stock items)
 - 827 Personnel and Training Staff
 - 828 Printing and Photography Division
 - 829 Security Staff
 - 830 Logistics Services Division
- e. Requisition job numbers will consist of the code number; a secondary number, to be assigned consecutively beginning with "1" at the start of each fiscal year; and the fiscal year number. For example; The first Office of the Director requisition number for fiscal year 1976 would be "820-1-76."

4. PRINTING OF FORMS

a. Printing of OL Forms

Requests for new, revised, or reprint orders for forms or form letters which are of primary interest to, initiated by, or for sole consumption of OL will be submitted in accordance with the procedures contained in referent LI 70-2.

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b. Printing of Forms for Stock Replenishment

- (1) Prior to submitting a requisition for stock replenishment of a form, Supply Division (SD), OL, will prepare Form 30a (Form Stock Replenishment Notice, Coordination and Approval Record) summarizing the current stock status of the form, recommending quantity to acquire for stock replenishment, and stating the last procurement source.
 - (a) For routine replenishment, Form 30a is sent to OL/P&PD for determination of source via the Records Administration Branch (RAB), Information Systems Analysis Staff, DD/A, which office, in coordination with the office of primary interest for that particular form, will review the request for replenishment, possibly adjust quantity, and attach a sample and any necessary specifications for printing. OL/P&PD will advise procurement source and return Form 30a to OL/SD.
 - (b) If time is of the essence, the determination of source by OL/P&PD can be requested by telephone. In this case, this fact should be noted on Form 30a before it is sent to RAB so that the latter will return it directly to OL/SD.
- (2) If OL/P&PD determines that printing is to be accomplished in-house, OL/SD will submit a Form 70 to OL/P&PD. When in the judgment of OL/P&PD that paper and/or card stock should be provided by OL/SD, it should prepare a Form 88 (requisition) indicating direct delivery to OL/P&PD and citing Financial Account Number (FAN) 1060 Property Requisitioning Authority (PRA).
- (3) If OL/P&PD determines that printing is to be accomplished by GPO, OL/SD will submit Form 1245 (Stock Replenishment) to OL/P&PD which will in turn prepare Standard Form 1 requesting the work be accomplished and forward it to GPO.
- (4) If OL/P&PD determines that the form is to be printed commercially, OL/SD will submit Form 1245 to OL/SD for procurement action. (Note: Before Government printing can be performed by a commercial concern, a waiver must be obtained from GPO as prescribed by

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45 U.S. Code 501, Government Printing and Binding Regulations. At the beginning of each fiscal year, OL/P&PD obtains advance waivers for specialty forms which might require commercial printing.)

- (5) All requests for stock forms must be assigned a Document Control Number (DCN) and a Logistics Control Number (LCN) by OL/SD for control purposes and to establish a due-in in the automated Inventory Control System. (Note: The LCN eventually will be replaced by a PIN, Procurement Instrument Number, and will be assigned by OL/PD.) This is in addition to the job number assigned to Form 70's, subparagraphs 3d and e above, if that form is used.

c. Procurement of Preprinted Forms from Government Sources

For stock replenishment of U.S. Government standard forms, OL/SD will submit Form 30a to RAB for approval as in subparagraph 4b(1) above. OL/SD will obtain forms stocked by the General Services Administration (GSA) and Department of Defense forms through the Interdepartmental Support Branch, SD/OL. (The Small Purchases Branch [REDACTED] may obtain small quantities of forms available in GSA stock stores.) Other Government forms, such as Departments of Commerce and Labor forms, will be obtained by OL/PD. OL/P&PD will not be involved in the procurement of these Government forms.

d. Printing of Forms for Customer Requisitions Processed through OL/SD

Customer requisitions for a form not available from stock must be coordinated with and concurred in by RAB prior to submission to OL/SD. RAB will obtain the source determination from OL/P&PD, attach a copy of the form and any necessary printing specifications, and forward the requisition to OL/SD. If a requisition is received without the above concurrence indicated thereon, OL/SD will contact RAB before processing it.

e. Receiving Forms [REDACTED]

OL/SD will assure [REDACTED] receives a copy of every procurement request that will result in a receipt at the depot. Before

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any form is officially received and picked up in stock or trans-
shipped, it must be approved by the office of primary interest and
RAB. OL/P&PD and OL/PD will attempt to have production-line samples
sent to the above offices before the product is shipped from the
printing plant. If this is not done, [REDACTED] must forward
samples to those offices and await approval before the receiving
report is made.

25X1A

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[REDACTED]
MICHAEL J. MALANICK
Director of Logistics

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CONCURRENCE: Paragraph 4

[REDACTED]
Chief, Information Systems Analysis Staff, DD/A